


GENERAL SERVICES OFFICE CAREER SERVICE BOARD


MINUTES OF EIGHTH MEETING

-HELD

2 DECEMBER 1953 - 2:30 P.M.

PRESENT:

 Chairman

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- Secretary

1. The Chairman opened the meeting by reporting on recent developments and discussions with the Deputy Director (Administration) and other Administrative Office Chiefs pertaining to career planning and assignments of administrative personnel. He read to the members of the board the following:
 - a. Memorandum dated 12 November 1953 from the Acting Deputy Director (Administration) to the Administrative Office Chiefs, Subject: Assignments of Administrative Personnel.
 - b. Reply to a. above, from the Chief, General Services Office, dated 18 November 1953, setting forth various items on which clarification was requested.
 - c. Letter from the Acting Deputy Director (Administration) to the Chairman, CIA Career Service Board dated 5 November 1953, Subject: "Responsibility for the Assignment and Career Development of General Administrative Personnel," in which the following was proposed:
 - (1) "Each career employee who is primarily a general administrative specialist should receive the career designation 'CD-A' in order that the Deputy Director (Administration), with the guidance of his Career Service Board, may exercise primary responsibility for his assignment and development throughout the Agency."
 - (2) "The Deputy Director (Administration) should have primary responsibility for the assignment of career employees to each Agency position which is identified as suitable for general administrative personnel, regardless of the organizational unit in which the position occurs."

- (3) "That each DD/A component head who has been given career development authority, and who is advised by a Career Service Board, be assigned similar responsibility with respect to the personnel and the positions primarily concerned with the specialized Agency functions for which he is responsible."
2. The Chairman stated that he had raised the question with the Acting Deputy Director (Administration) with respect to GSO responsibility in connection with furnishing personnel for overseas support. GSO feels that if overseas support is required, it would be in a much better position to provide personnel and to properly perform its responsibilities in connection with career planning for the individuals concerned, if it were furnished with a list of field positions which it is required to fill. This would also give GSO information on which to base employee rotation plans and provide additional factors to be considered in the recruitment, training, and selection of new employees. In this connection, the Chief, GSO, referred to a memorandum written 24 June 1952 to the Special Assistant to the DD/A (now the Chief of Administration, DD/P), with which were furnished names of people who were willing to accept overseas assignment and could be drawn from this Office for such support. However, we have received no actual requirements or list of positions for which GSO would be required to train and furnish qualified personnel. The Chairman stated that as a result of the discussion, the Acting DD/A directed that he prepare a paper for the Acting DD/A's signature to the Deputy Director (Plans) requesting a definition of the responsibilities of the DD/A with respect to supplying personnel of the General Services type: a. in the departmental area, b. in the field. Copies of this memorandum when written will be distributed to the members of the GSO Career Service Board.
3. The Chairman stated that the Board should recommend a policy with respect to those positions which should be filled only by individuals who must be: a. willing to accept overseas assignment wherever and whenever tendered, subject to reasonable personal qualifications, and b. cleared medically for overseas assignment.
4. The Chairman directed that each Division Chief review his Table of Organization and designate those positions which would be filled by employees who would be subject to rotation for field support. This information is to be submitted by not later than 5 p.m. on Tuesday, 8 December 1953, for consideration by the Board at a meeting to be held on Wednesday, 9 December 1953. It was understood that these lists would be tentative, based on information available at this time, and that they would be subject to change as a result of information which will be furnished by the DD/P in reply to the DD/A's memorandum mentioned in 2. above.

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5. [REDACTED] stated that several medical disqualifications for overseas duty were received when certain of the Machine Records Branch personnel were given overseas physical examinations recently. This information was not previously available to GSO, since they had been medically approved upon their entrance on duty with the Agency. After discussion, the Board decided that on all individuals recruited in the future who would be subject to possible future overseas assignment, we would request pre-employment overseas physical examinations prior to calling them in for duty. Previously, only examinations for duty in the departmental area were given.
6. The Chairman of the Board stated that at the DD/A Staff Meeting on Monday, 30 November 1953, each Administrative Office Chief was requested by the Acting DD/A to have their Career Service Boards formulate questions they wish to have clarified in connection with career service activities. After a general discussion of the problems and questions arising in the minds of the members of the Board, the questions included on the attached list were formulated for submission to the Acting DD/A.
7. The Chief, General Services, mentioned that in his discussions with members of the DD/A's office, he had learned that they expected to notify each employee overseas carrying a CD-A Career Designation nine months in advance of his return to the departmental area of the approximate date of his return and the job to which he would be reassigned

25X1A9a when he returned. [REDACTED] stated that upon receipt of a list of those field positions for which GSO would be responsible and a revision of information to be submitted in accordance with 4 above, as a result thereof, information would be available to enable GSO to likewise formulate plans for rotation of replacements to the field and arrange assignments for employees returning from the field.

25X1A9a8. [REDACTED] set forth briefly a problem presently existing in the Machine Records Branch in which an employee had received promotion from GS-4 to GS-5 and then from GS-5 to GS-7 with the understanding that he would later be expected to serve in an overseas assignment when required. He agreed to an overseas assignment at the time he was promoted and at the time an overseas assignment recently arising in

25X1A6a [REDACTED] was offered to him. However, after being processed he declined the position because a position was not available in the area for his wife. The question arose as to what the policy would be in similar cases when employees refused overseas assignments after having first agreed to accepting them. It was agreed that this would be included in the questions to be submitted to the A-DD/A. However, the Chairman asked that the Chief, Records Services Division report at each future meeting on progress made on the Machine Records field support problem.

QUESTIONS DEVELOPED BY GSO CAREER SERVICE BOARD

AT MEETING HELD AT 2:30 P.M. 2 DECEMBER 1953

1. Is there a written agreement between the DD/A and the DD/P with respect to the responsibility of the former for supplying qualified personnel for administrative positions in the departmental and field activities? *
2. Certain GSO activities in the fields of Records Management, Machine Records, and Printing and Reproduction in the departmental area are somewhat in competition with respect to similar personnel in other activities of the Agency. This is particularly true in the machine records activity of OCD and the Contact Division, OO; the printing and photographic activities of TSS; and the library and records personnel of OCD and RI, FI. How will this problem be handled from a career service point of view?
3. Should there be a uniform Agency policy with respect to the number of times an employee may refuse an overseas assignment? Also, under what conditions may an employee refuse an overseas assignment? The lack of uniformity among Career Service Boards in this respect could lead to inequities and undesirable competition for personnel.
4. What disciplinary action, if any, will Career Service Boards take against an employee who consistently refuses to accept overseas assignments without adequate reasons? This will become a problem particularly where personnel are promoted with the understanding that they will accept overseas assignments. Such cases may involve reductions in grade, reassignments, and the like, which, without an Agency policy, may also result in employee appeals as a result of disciplinary action.
5. What is the tenure of service overseas to be required of any employee? How many overseas assignments may an employee be required to accept, and at what point may he refuse to accept such assignments? There is a need for uniformity and Agency policy in this respect.
6. The recent responsibility undertaken by administrative activities with respect to supplying personnel for overseas duty involves a number of administrative considerations. To what extent does flexibility with respect to funds, personnel ceilings, and classification exist in order that administrative offices may be in a position to continually supply overseas personnel without seriously affecting their ability to support departmental activities? The lack of such administrative flexibility would seriously impair the ability of administrative offices to carry out their obligations under the Career Service Program.

What about Com & Training, DD-1